PERFORMANCE AUDIT ACTION PLAN 2005

April 2005 Status

[In response to the Auditor of Public Accounts Performance Audit Report, dated December 15, 2004]

Plan approved by the ITIB Finance & Audit Committee on February 1, 2005

APA Ref	Short Title	Summary	Due Date	Responsible Person(s)	Status	Task/Comments
1	COVA IT strategic plan	ITIB & CIO must establish a long-term COVA IT strategic vision, update COVA's IT strategic plan & consider business strategies coming from other organizations.	4/30/06	ITIB/Stewart	Underway	2/05 VITA staff has begun the planning for this effort with the first meeting being held on January 12, 2005. A committee of the Board will be established to guide this effort. **4/05 The work plan/outline for the 2006 *Strategic Plan for Technology in Virginia*, covering the FYs 2007 through 2010, will be developed under the auspices of the Board's IT Project Review Committee and presented to the ITIB for its approval not later than its October 2005 meeting. The completed plan will be presented to the ITIB for its approval at the Board's April 2006 meeting.**
2	Project oversight, monitoring & assistance	Due to lack of staff, PMD is not fulfilling statutory responsibility in the area of project oversight, monitoring, & assistance.	6/30/05	Simonoff & Ziomek	Underway	2/05 VITA is currently evaluating funding alternatives to staff additional positions in PMD for project oversight, monitoring & assistance. VITA will also reassess current procurement, RFP & contract approval processes with the objective of minimizing required staff resources from PMD in order to increase PMD staff resources available for project oversight, monitoring & assistance. **4/05 Funding has been budgeted by VITA to expand the PMD staff. Applicant interviews have been completed for the hiring of at least two additional PM specialists. Offers are pending. Business process reengineering of the current procurement approval (APR) process is underway.**

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3	Project ranking process	Improve ITIB project ranking process before completing next RTIP report.	6/8/05	Ziomek & McGuirk	Underway	2/05 The ITIB IT Project Review Committee is currently re-evaluating the project ranking process for the 2005 RTIP Report. Preliminary ranking criteria & weighting (1-n ranking) is scheduled for ITIB approval in April. Final ranking decisions (1-n, with report cutoff score assigned) are scheduled for June 8, 2005. **4/05 The ITIB IT Project Review Committee has re-evaluated the project ranking process for the 2005 RTIP Report. Preliminary ranking criteria & weighting (1-n ranking) is scheduled for ITIB approval in April. Final ranking decisions (1-n), with report cutoff score assigned) are scheduled for June 8, 2005.**
4	VITA systems development	VITA systems development projects are not subjected to ITIB ranking & selection process.	4/30/05	Simonoff & Dodson	Underway	2/ 05 VITA staff will evaluate & modify current procedures to insure compliance with ranking & selection processes that include all VITA projects. **4/05 VITA staff is evaluating & modifying current procedures to insure compliance with ranking & selection processes that include all VITA projects.**
5	Comparison of agency strategic & IT plans	PMD should review & compare overall agency plan & agency IT plan to ensure proposed IT projects support or improve an agency business process	6/15/05	Simonoff & Ziomek	Underway	2/05 PMD will implement a more rigorous evaluation process to confirm the relationship of IT projects & procurements to agency strategic plans. VITA is working with DPB on a consolidated agency strategic planning & IT strategic planning process to directly tie proposed IT projects & procurements to services identified in agency strategic plan.
6	Project proposal template enhancements	PMD should enhance guidance & instructions to assist agencies in the financial & cost basis analysis of projects.	6/30/05	Simonoff & Ziomek	Underway	2/05 PMD is currently revising the Project Management Guideline to assist agencies in the financial & cost basis analysis of projects, including modification of the project template, to incorporate APA recommendations. PMD is evaluating acquisition of a project cost estimation tool to assist agencies in the financial & cost basis analysis of projects. PMD will provide additional training in financial & cost basis analysis through the Project Manager Development Program.

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7	Portfolio enterprise solution	Fund the IT Portfolio enterprise solution requested by PMD.	6/30/05	Simonoff & Ziomek	Underway	2/05 VITA is reviewing alternatives to fund the implementation & support of an enterprise IT Portfolio solution. **4/05 VITA has identified and budgeted funds to support the procurement of a Commonwealth IT Investment Portfolio system. Approval has been granted to augment existing PMD staff with contracted services to expedite initiation and execution of the project. It is anticipated that the project will be granted planning approval by the CIO in March.**
8	Posting of asset management policies & procedures	Place asset management policies & procedures in an easy-to-find location on VITA's web page.	2/15/05	Matthews	**Completed**	2/05 VITA has posted this information on its internal website & the ESDs are communicating with VITA staff in the agencies regarding it. VITA is determining the best method for communicating the information to agency fiscal staff.. **4/05 A special communiqué was issued on March 1, 2005 to agency fiscal contacts and Agency IT Resources (AITRs) describing responsibilities for IT infrastructure asset management.**
9	Asset inventory system improvements	Continue efforts to improve Inventory system functionality & explore opportunities to integrate infrastructure management systems.	9/30/05	Matthews & Dodson	Underway	2/05 Staff has identified 4 major system improvements: mass update; security & access administration; data extraction; & reporting. The first priority is to provide the capability for making mass updates. Detailed requirements & scope of these enhancements will be completed 2/15/05 with mass update capability available in April. Opportunities to integrate infrastructure management systems will continue & be in parallel with PPEA efforts. **4/05 Detailed requirements & scope were completed in Feb., 2005 with mass update capability on schedule to be completed in April. A series of 3 Forums are scheduled with VITA SLD's and responsible staff to learn of the mass update enhancements. Subsequent improvements are scheduled to begin upon completion of the mass update functions.**

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10	Security & IT governance	Establish understanding of roles & responsibilities between VITA & in-scope agencies.	6/30/05	Deason	Underway	2/05 Security Services has established a monthly meeting for agency Information Security Officers (ISOs), also attended by Security Services staff, to discuss any & all issues concerning roles & responsibilities between Security Services & the agencies. Open email communications have been established between the ISOs & Security Services for ad hoc issues. One-on-one meetings with agency ISOs have also been initiated. Security Services will provide training to VITA staff on IT Security Governance responsibilities & will work with Customer Services to ensure IT Security Governance processes & procedures are implemented.
11	Security procedures & configuration standards	Set security procedures for specific equipment operated by VITA.	6/30/05	Deason & Saneda	Underway	2/05 Security Services currently has an ongoing project to create the framework for oversight, assistance & review of all infrastructure security baselines in meeting current enterprise security policies & standards. Security Services will work with Customer Services to set security procedures for equipment operated by VITA.
12	Integration of security governance & security operations	Security Services Director & Customer Service Director should work together to develop policies consistent with a common vision	6/30/05	Deason & Saneda	Underway	2/05 Security Services is in the process of developing enterprise security policies & standards which represent a common vision & the support of that vision. Security Services will work with Customer Services to establish procedures which meet enterprise security policy & standards.

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13	Security audit program development	Develop a risk management program.	6/30/05	Deason	Underway	2/05 Security Services is establishing a risk management program & is currently performing a risk assessment against IT Security controls for VITA divisions to include the identification of critical databases.
14	Staffing database security audits	Use Customer Service employees to assist in database security audits	6/30/06	Deason	Underway	2/05 A budget amendment for funding has been submitted for SB1252. The funding if approved will be available July 1, 2005 & allow for the hiring of staff to support the auditing of databases & the risk management program. This funding approval is critical to the success of the risk management program. **4/05 A workgroup is being created to develop a plan to do a security audit of the Commonwealth's databases.**
15	Savings methodology development	Continue to analyze alternative methods to provide technology investment funding & propose to the Board; continue development of savings methodology & associated reporting until alternative is approved.	6/30/05	Stewart/ Matthews	Underway	2/05 A draft savings methodology is being circulated to VITA staff for comment. **4/05 Comments on the draft savings methodology have been received from VITA staff. The methodology will be discussed with the VITA Finance Council at its April meeting**.